

FARNHAM WITH STRATFORD ST ANDREW PARISH COUNCIL  
Minutes of the meeting held Monday 8 July 2019 at the Riverside Centre

Present: Councillors Ian Norman, Richard Ayres, Gordon Gilbert, Ian Tayler, Colin Lee, Jill Pass, Tim Plant

Apologies: Rosemary Conibeer

In attendance: Parish clerk Debbi Tayler, Councillor Andrew Reid (SCC), Councillor Carol Poulter (ESC)

**27/19 Apologies**

Apologies were received from Councillor Conibeer.

**28/19 Declarations of Interest**

There were no declarations of interest.

**29/19 Minutes of meetings held 13 May 2019**

The minutes of the Annual Meeting of the Parish Council and the Annual Parish Meeting were unanimously approved and signed.

**30/19 Questions from the public**

There were no questions from the public.

**31/19 Reports from County and District Councillors**

Reports from both councillors were circulated prior to the meeting.

Councillor Reid talked about the Sizewell C Joint Local Authority Group meeting that took place on 3 July. EDF has announced a Stage 4 consultation that will start with the release of information on 18 July. SCC and ESC will run a workshop for town and parish councils on 26 July. There are various EDF events planned one of which will take place at the Riverside Centre on 27 July.

Councillor Poulter told the meeting that ESC is still in support of a four villages bypass. She advised that ward boundaries for East Suffolk Council councillors have now changed.

**32/19 Clerk's Report**

The correspondence log was circulated.

The clerk advised that she has received a response from the Planning and Enforcement Officer at ESC concerning the static caravan at Parkgate Farm. The officer advised that she has visited and told the occupant that if the mobile home was sited behind the principle elevation of the host dwelling it would not require planning permission. They understand it is the owner's intention to submit a planning application to retain the unit in its current position as use as a summer house and not a private residence. The council was not happy with this and Councillor Poulter will take it up with the planning department.

Suffolkonboard have written to PCs to advise that SCC will no longer be updating roadside bus timetable cards. If PCs are willing to pay SCC will continue to provide the timetables or PCs can download the timetables themselves and put them up. It was agreed that it was important to provide a service to parishioners and so it was agreed that the PC will download, print and laminate the timetables. The clerk will contact SALC to see if s.137 can be used for any costs.

The hedge on Great Glemham Road just past Old Spot Farm needs cutting as traffic is squeezing the opposite verge and the road has now suffered damage. The clerk will report this to SCC.

### **33/19 RFO's report**

On 28 June there was £7124.52 in the council's bank account.  
There were four invoices for approval.

Clerk's salary inc admin	250.24	Legal power LGA 1972 s.112
PAYE Months 3 & 4	35.20	LGA 1972 s.112
Internal audit	174.00	LGA 1972 s.111
Peter Benson	109.00	LGA 1972 s.111

The invoice for Peter Benson was for the maintenance of the bench at Farnham Church and had been paid. The invoices were all approved. The balance in the account is now £6665.08..

There were two receipts in respect of the Public Works Board loan.

### **34/19 Expenditure v budget report 1 April – 30 June 2019**

The clerk presented the report showing expenditure v budget for the period 1 April 2019 to 30 June 2019. The report shows that 14.3% of the annual budget had been spent and 7.4% of the available budget was spent after 25% of the year had elapsed. The report was approved.

### **35/19 Internal audit report 2018/19**

The clerk presented the internal audit report conducted by SALC for the year ending 31 March 2019. There were three comments that require action.

Risk Management: Evidence that internal controls are documented and regularly reviewed – Council may wish to consider adopting a separate internal control document to ensure that in accordance with the Accounts and Audit Regulations 2015 (Regulation 6(1A)), a review by Council at least once a year of the effectiveness of the Council's system of internal control, including the arrangements for the management of risk is undertaken and clearly minuted. A template document is available from SALC.

The clerk will download the template document and bring it to a future meeting for consideration.

Payroll controls: Verifying the process for agreeing rates of pay to be applied – No evidence seen in this audit year of confirmation of the rate of pay for the clerk.

The clerk has used national rates of pay and will ensure that in future any new rates to be applied are brought to a meeting of the council for approval.

Verifying that the Council is compliant with the General Data Protection Regulation requirements – Recommendation : Council should publish the following information on their website to be fully compliant with the GDPR:

Audit/Impact Assessment

Procedures for dealing with Subject Access Requests

Procedures for dealing with Data Breaches

Data Retention and Disposal Policies

The clerk will follow this up and bring the required documents to council for approval and then post on the website.

The internal audit report was approved.

**11/19 Reports from external meetings**

Councillor Pass attended a planning meeting with ESC. She advised that ESC will no longer send planning application papers to parish councils, we will have to print our own. No extensions of time for comments will be given in future.

Councillor Norman attended the Joint Local Authority Group for Sizewell C. Documentation for Stage 4 will be released on 18 July. EDF will submit their Permission to Build application to the Planning Inspector in the first quarter of 2020. There were 11303 responses made to the Stage 3 consultation. The meeting was advised that in relation to the two village bypass proposals at Stage 4 the roundabout in Stratford St Andrew has been moved, the new road will be cut in and there may be some movement of the road around Foxburrow Wood but details are unclear.

**37/19 Items for future meetings**

To include internal audit recommendations, risk assessments, Sizewell C Stage 4.

Date of next meeting 12 August.

The meeting was closed at 20.50.

Signed.....Date: \_\_\_\_\_